



# IP FOOD

## BASE LEVEL CERTIFICATION

A quality assurance standard for food handling

**© Copyright of this product belongs to Sigill Kvalitetssystem AB, Stockholm, Sweden.**

It is permitted to download this electronic file to make a copy and to print out the content for the purpose of preparing for IP-certification only. You may not copy, "mirror" or reproduce the content of this product, or any part of it, for any other purpose without prior written permission by Sigill Kvalitetssystem AB.

**GRAPHIC DESIGN OCH PRODUCTION**

Sigill Kvalitetssystem AB 2023

**KONTAKT**

Sigill Kvalitetssystem AB

105 33 Stockholm

Tel: +46 (0)10-184 45 00

[www.sigill.se](http://www.sigill.se)

[info@sigill.se](mailto:info@sigill.se)

## CONTENTS FOOD

<b>IP FOOD 2024:1</b>	<b>4</b>
<b>APPROACH AND COMMITMENTS</b>	<b>6</b>
1 ADMINISTRATION	7
2 MANAGEMENT AND ORGANIZATION	8
3 KNOWLEDGE/COMPETENCE	9
4 VULNERABILITY	11
<b>HACCP SYSTEM</b>	<b>12</b>
5 PRODUCT DESCRIPTION, FLOW SCHEDULE AND HAZARDS ANALYSIS	12
6 OPERATIONAL PREREQUISITE PROGRAMME, CRITICAL CONTROL POINTS (CCPS), VALIDATION AND VERIFICATION	14
7 STAFF HYGIENE	15
8 PREMISES AND FACILITIES	16
9 CLEANING	17
10 SAMPLING AND WATER QUALITY	18
11 WASTE	19
12 VERMIN CONTROL	20
13 STORAGE AND HANDLING OF FOOD STUFF	21
14 ALLERGENS	22
15 SUPPLIERS, GOODS RECEPTION AND PACKAGING	22
16 DELIVERY AND TRANSPORT	24
17 INFORMATION / LABELING AND PROBITY	25
18 TRACEABILITY AND RECALL	28
19 MANAGEMENT OF NON-COMPLIANCES AND REFUNDS	30
<b>ANIMAL CARE</b>	<b>31</b>
20 SLAUGHTERHOUSE	31
21 SLAUGHTER TRANSPORT (OWN AND RENTED TRANSPORT)	36
<b>OPTIONAL RULES FOR WASTE ON A RESTAURANT (SR)</b>	<b>40</b>
1SR IDENTIFICATION OF WASTE	40
2SR STORAGE WASTE	40
3SR PREPARATION AND COOKING WASTE	41
4SR SERVING AND PLATE WASTE	42
5SR REDISTRIBUTION OF SURPLUS	43
<b>SUMMARY - IP GENERAL REGULATIONS</b>	<b>44</b>
APPENDIX 1. SPACE REQUIREMENTS FOR STABLES, BOXES, CONTAINERS	46
APPENDIX 2. TEMPERATURE AND HUMIDITY IN HEAT-INSULATED STABLES.	48
APPENDIX 3. SPACE REQUIREMENTS DURING TRANSPORT ON ROAD	49

# IP FOOD 2024:1

## IP IS A STANDARD FOR QUALITY ASSURANCE THROUGH THIRD-PARTY CERTIFICATION

IP is a standard for quality assurance, through third-party certification, in the production of food and ornamental plants throughout the entire food chain from primary production to the processing industry. The IP standard is owned and managed by Sigill Kvalitetssystem AB (Sigill Quality Assurance Ltd). More information can be found on [www.sigill.se](http://www.sigill.se).

There are two levels of production requirements – Base level and Sigill level in addition there are Additional levels and a completing module.

### BASE LEVEL

- Includes requirements based on current legislation in Sweden as well as agreements of the agricultural sector related to food safety and animal protection.
- Raw material produced according to the requirements of the Base level are called "Base level raw material/products".

### SIGILL LEVEL

- Contains all requirements included in the Base level plus additional stricter requirements concerning food safety, animal welfare and environmental responsibility.
- Raw material produced according to the requirements for the Sigill-level are called "Sigill raw material/products".

### ADDITIONAL LEVELS

- Contains more far-reaching commitments in the areas of animal care and environmental responsibility.
- The additional modules for the Basic level require basic certification, The additional modules for the Sigill level require Sigill certification.

### COMPLETING MODULE

Certification according to a Completion module is possible independently of other certification.

The Completing module for working conditions includes labour law, hired labour, housing and systematic environment work.

## IP GENERAL REGULATIONS – THE FRAMEWORK FOR CERTIFICATION

IP General Regulations describes for example the requirements on the certification bodies, what qualifications the auditor must possess, how an audit should be conducted and the general requirements for businesses to be certified. A summary of the IP General Regulations can be found at the end of this handbook.

## THE SCOPE OF THE HANDBOOK

Joining the standard is voluntary. Generally, the regulations are applicable to all areas within the company associated with the certified production.

## REFERENCE DOCUMENTS

- HACCP enligt Codex Alimentarius
- (EG) nr 2073/2005 Mikrobiologiska kriterier för livsmedel;
- (EG) nr 401/2006 Provtagnings- och analysmetoder för Mykotoxiner i livsmedel;
- (EG) nr 1881/2006 Gränsvärden för främmande ämnen i livsmedel
- (EU) nr 1169/2011 om tillhandahållande av livsmedelsinformation till konsumenterna
- SJVFS: 2019:8 4 KAP 4 § Tabell A och Tabell B; 2019:7, Bilaga 1.1- 1.12, 3 KAP. 2-3§§

## EXTERNAL AUDIT OF THE COMPANY PRODUCTION

A pre-notified external audit will be carried out in the first three years. Thereafter, audits will take place every two years. During the audit documentation, written routines and instructions, journals etc. are checked, and an inspection takes place. More information on the different types of audit can be found at the back of this handbook and in IP General Regulations.

## SELF-ASSESSMENT

A self-assessment must be conducted every year. This involves going through the current handbook, and any non-compliances should be noted in an action plan. Non-compliances must be addressed as soon as possible. A self-assessment must be conducted even if there are no non-compliances. Those years when an audit is not conducted on site, the self-assessment is checked by the certification body, so-called **administrative audit**.

## SUPPORTING MATERIALS

To certain control points, there is a reference to support material available on [www.sigill.se/omraden-och-regler/livsmedel/stodmaterial2](http://www.sigill.se/omraden-och-regler/livsmedel/stodmaterial2). The use of this material is optional.

## APPROVED INSPECTION AND PENALTIES

To pass the audit it is required that any shortcomings to be corrected. If the audit is not approved within the time frame, the company is suspended from the certification system or, in worst case, excluded. More information on penalties and how they are handled, can be found at the end of this handbook and within IP General Regulations.

## THE COMPANY OBLIGATIONS

A company certified according to the IP-standard has the following obligations:

- Current laws and regulations must be followed in the certified business.
- The production rules in place for the certified business, as well as within IP General Regulations, must be followed.
- If the operation requires permits or notifications from authorities, a copy of these must be presented at the on-site audit.
- There is a duty to implement any changes in production rules or regulations stated in IP General Regulations, as announced by Sigill Kvalitetssystem AB.

- Be responsible for that service provider receive information about their obligations and ensure that regulations are followed.
- Be responsible for that all land, buildings, machinery etc. used by the certified company meets the standards, even if they are owned by another company.
- Participate in and facilitate company audits. This also applies to unannounced audits.
- There is a duty to notify the certification body of any planned changes in production, which may be important for certification (e.g. change of ownership and business expansion).
- There is a duty to notify the certification body if the company has been forced to withdraw a product.
- Allow the certification body to disclose any relevant information about the company, that may affect certification and credibility of the IP-standard, to Sigill Kvalitetssystem AB

## OPENNESS

Information about certified companies, for instance name and address, are published on Sigill Kvalitetssystem AB website, [www.sigill.se](http://www.sigill.se), after the company has given its consent.



**RED DOTS** are marked with a red oval. These are rules that are particularly important for food safety, traceability, probity or animal welfare and thus the core values of the IP standard. Deviations from rules with red dots are seen as particularly serious for credibility and can lead to suspension or exclusion.



**NEW RULES** and rules that have changed significantly are marked with **NEW!** in the handbook.



**SUPPORTING MATERIAL** is available at [www.sigill.se](http://www.sigill.se)

# APPROACH AND COMMITMENTS

## AS A COMPANY CERTIFIED AGAINST IP FOOD, WE WORK WITH

- a acceptable food safety culture within the company thorough, among other things, involment and participation
- food safety in a systematic and structured way that follows the principles of HACCP in accordance with Codex Alimentarius.
- prevention of cheating/food fraud and threats/sabotage
- with systems and procedures that enable traceability and management of deviations and recalls.

## AS A CERTIFIED COMPANY, WE UNDERTAKE TO

- comply with the rules in IP Food and provisions in IP General Regulations and to comply with other rules and regulations that are relevant to the business.
- take note of and follow changes in IP Food and IP General Regulations and that are announced by Sigill Kvalitets-system AB.
- carry out the annual self-audit
- participate in and facilitate before and during audits, notified as well as unannounced audits
- the certification is well anchored in top management
- ensure that all personnel are aware of the certification, know how the audits, including the self-audits, are conducted and when they are to take place, and that they receive the results
- notify the certification body of all planned changes that may have an impact on certification (see point 12 Commitment on joining in the IP General Regulations), and inform about product withdrawal (see 18.5).

It is hereby declared that the operation will be conducted in accordance with the above, and that the self-audit referred to in 1.2 has been approved.

It is hereby declared that the self-audit under 1.2 has been carried out in a truthful manner.

.....  
Signature of the person with overall responsibility for food safety according to 2.1.

.....  
Signature of the person responsible for conducting the self-audit

.....  
Date

.....  
Date

.....  
Company name

.....  
Company name

1 ADMINISTRATION					
					FULLFILLED RULE?
CONTROL POINT		DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<b>1.1</b> <b>NEW!</b> <b>S</b>	The food company shall be registered or approved by a competent authority.	a) There is documentation proving registration or approval for the facility(s) covered by the certification. b) Registration of individual well or drinking water facility is available if required by local authorities. c) Notification of "free from" labelling is available if required by the authority.			
<b>1.2</b> <b>NEW!</b> <b>S</b>	Self-assessment of the control points covered by the certification shall be conducted annually or more often in the event of significant changes. An action plan shall be drawn up in the event of any deviations or deficiencies.	a) A dated and signed checklist is available. b) Changes are documented. c) Deviations and shortcomings are noted in an action plan. d) Self-assessment and action plan are approved by the person with the highest overall responsibility for food safety (as per 2.1) in the company.			
<b>1.3</b> <b>NEW!</b> <b>S</b>	At the request of the certification body, administrative audit documentation shall be submitted to the certification body.	Documentation according to one of the options (a or b) below has been submitted by the date indicated by the certification body.  a) Completed, dated, and signed self-audit including any action plan according to 1.2.  OR  b) Dated and signed action plan in accordance with 1.2; and - Dated vulnerability analysis for food fraud (4.1). - Documentation from the annual verification of the HACCP plan (6.5). - Documented recall test (18.6).			

## 2 MANAGEMENT AND ORGANIZATION

Research shows that a good food safety culture in a company contributes to a elevated level of food safety and thus food safety culture is now part of food legislation. A good food safety culture in a company means that everyone working in the company is committed to food safety issues and is aware of the impact on food safety regardless of their role and responsibility. A good food safety culture includes, for example, clarity about who is responsible and who performs certain tasks, a committed top management, knowledge and competence within the company and internal communication.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>2.1</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>There shall be</p> <ul style="list-style-type: none"> <li>- an awareness of the importance of senior management and staff to food safety within the company</li> <li>- an organizational structure where roles and responsibilities for food safety issues are clearly assigned within the company</li> <li>- sufficient resources to maintain elevated level of food safety.</li> </ul>	<p>There is an organization chart or equivalent that clearly shows the name and title of the person(s) who</p> <ul style="list-style-type: none"> <li>• has the highest overall responsibility for food safety in the certified company (CEO, site manager or equivalent).</li> <li>• is responsible for                             <ul style="list-style-type: none"> <li>- conducting the self-audit in accordance with 1.2</li> <li>- the daily work on food safety including the contact with the staff</li> <li>- introduction according to 3.1</li> <li>- the vulnerability analysis according to 4.1 and 4.2 and is the convener if the company is affected by cheating/fraud and threats/sabotage.</li> <li>- the introduction, implementation and development of the HACCP system according to chapter 5 and 6 and, where appropriate, carrying out on-site supplier assessment according to 15,1 and 15.2</li> <li>- cleaning and maintenance according to chapters 8 and 9</li> <li>- issues related to information/labelling, probity and allergens (if present in the products handled/produced), according to chapters 14 and 17</li> <li>- traceability and recall according to chapter 18.</li> </ul> </li> <li>• any other roles and/or responsibilities involving food safety.</li> </ul> <p><i>If the tasks above are distributed between 1-2 persons within the company, the organizational structure can be presented orally, otherwise it should be documented/found in writing.</i></p>			



			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>2.2</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>The person with the highest overall responsibility for food safety (as defined in 2.1) should be able to describe how the food safety culture is managed within the company and how it is monitored/evaluated.</p>	<p>The person with the highest overall responsibility can explain:</p> <ul style="list-style-type: none"> <li>- How the availability of staff with the right competence to handle or produce safe food (e.g. when hiring new staff or upgrading existing staff) is ensured.</li> <li>- How the competence of existing staff is maintained and monitored, e.g. through training or supervision and evaluation or testing.</li> <li>- how to ensure that staff are aware of the organizational structure (including changes to it), as per 2.1.</li> <li>- how to communicate so that staff have access to necessary and up-to-date information.</li> <li>- How staff are given the opportunity to reflect on/contribute to improvements in food safety performance and how they can report any incidents that may pose a food safety risk.</li> <li>- how staff commitment to the food safety culture is evaluated, e.g., through surveys, interviews with staff or equivalent.</li> </ul>			
<p><b>2.3</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Documented procedures referred to in this standard, that are relevant to staff shall be designed and made available in such a way that they can be understood and followed by the staff concerned.</p>	<p>Documented procedures are</p> <ul style="list-style-type: none"> <li>- designed to suit the needs of the business</li> <li>- dated with the date they were last modified</li> <li>- adapted so that staff can understand, in a specific language and/or pictorial material or equivalent is used.</li> <li>- visible or available to staff. Hygiene rules/procedures according to 7.1 are visible in the establishment.</li> </ul>			

**3 KNOWLEDGE/COMPETENCE**

Secure food handling requires all staff, including newly hired and auxiliary staff, to have adequate knowledge about food safety, hygiene and probity suited for the tasks they perform.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>3.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>All new employees, including hired staff, contractors, and visitors who will be in premises where food is managed, shall be introduced to the hygiene rules/procedures in a way that they are understood and followed (see 7.1).</p>	<p>a) Written confirmation with name and date shows that the persons concerned have taken part in an oral or written introduction.</p> <p>b) The person(s) responsible for the introduction can explain how follow-up/verification of understanding and compliance with the rules/procedures takes place.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>3.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>All staff, including new employees, hired staff and auxiliary staff, should have the required knowledge, adapted to the tasks involving food safety and hygiene, information/labelling, probity, and allergen handling.</p>	<p>a) Staff can explain/demonstrate how work related to the basic conditions of the company is carried out correctly, e.g., personal hygiene, cleaning, etc.</p> <p>b) Individuals with tasks related to controllable baseline conditions, critical control points including information/labelling/probity and allergen management can explain/demonstrate that they are competent to carry out the relevant tasks correctly.</p>			
<p><b>3.3</b></p> <p><b>NEW!</b></p>	<p>The competences required for the certified business, shall be held by the person(s) responsible according to 2.1 for:</p> <ul style="list-style-type: none"> <li>- HACCP</li> <li>- issues related to information/labelling, probity and allergens</li> <li>- traceability and recall.</li> </ul> <p>In businesses without physical handling of food, the knowledge required to apply 5.4 shall be available.</p>	<p>a) Interview shows that the skills/knowledge exist.</p> <p>OR</p> <p>b) Documentation of one of the following exists:</p> <ul style="list-style-type: none"> <li>- Involvement in a training course and/or participation in networks or equivalent containing food law related to the different areas of responsibility*.</li> <li>- Curriculum vitae indicating that the person(s) has experience in these areas.</li> </ul> <p>c) There is a procedure for keeping the person(s) updated on relevant legislation and industry guidelines, e.g., through participation in networks, subscription to newsletters, training, etc.</p> <p><i>*e.g., EU Regulation (EC) No 852/2004, EU Regulation No 1169/2011 on the provision of food information to consumers including Annex II (allergen list).</i></p>			

4 VULNERABILITY					
Vulnerability analysis is a method to detect cheating, food fraud, threats, sabotage, and criminal acts that could have negative consequences for the business, for example by harming third parties.					
					FULLFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
4.1 <b>S</b>	<p>There shall be a written vulnerability analysis with regard to food fraud and adulteration covering the certified operation.</p> <p>The vulnerability analysis shall be reviewed annually or more frequently in case of changes in the operation.</p> <p><i>Cheating and food fraud can be e.g., dilution, adulteration, substitution of raw materials.</i></p>	<p>a) There is a dated vulnerability analysis that includes the following:</p> <ul style="list-style-type: none"> <li>- description of how the company keeps up to date on which foods are currently relevant for fraud (e.g. via information from authorities and industry)</li> <li>- whether foodstuffs that are at risk of being tampered with are handled/transferred within the business.</li> <li>- the likelihood of being affected</li> <li>- the consequences if this happens</li> <li>- preventive work to avoid being affected</li> <li>- possibilities for detection (reception control, supplier assessment, sampling, etc.) and a description of how this is to be applied in the business.</li> <li>- direct corrective actions to be taken if the company is affected and/or in case of suspicion of fraud.</li> </ul> <p>b) Actions taken when the company is affected by fraud are documented.</p>			
4.2 <b>S</b>	<p>There shall be a written vulnerability analysis with regard to threats and sabotage covering the certified operation.</p> <p>The vulnerability assessment shall be reviewed annually or more frequently in case of changes in the operation.</p> <p><i>Internal threats/sabotage may include, for example, deliberate contamination with the aim of harming people and/or the company's reputation. External threats may include, for example, water/raw materials being cut off so that food cannot be produced.</i></p>	<p>a) There is a dated vulnerability analysis that includes:</p> <ul style="list-style-type: none"> <li>- A description of how the company keeps abreast of external and internal threats (e.g., via government, industry, newspaper, and internal information).</li> <li>- the risk of internal and external threats and sabotage</li> <li>- the likelihood of being affected</li> <li>- the consequences if this happens</li> <li>- preventive work to avoid being affected</li> <li>- the possibilities of detection (external protection, visitor control, procedures for new recruitment and termination, etc.) and a description of how this is to be applied in the business.</li> <li>- direct corrective measures to be taken if the company is affected.</li> </ul> <p>b) Measures taken when the company has experienced a threat/sabotage are documented.</p>			

# HACCP SYSTEM

HACCP (Hazard Analysis Critical Control Points) is an analysis of the hazards that occur in production and how they can be prevented in a systematic way. HACCP is based on a hazard analysis in which operational prerequisite programme and critical control points are identified to prevent and minimize food safety risks. HACCP-based procedures apply to all food handlers and are required by law to be established in accordance with Codex Alimentarius principles.

5 PRODUCT DESCRIPTION, FLOW SCHEDULE AND HAZARDS ANALYSIS					
The aim is to identify where a health hazard may arise in the establishment and to assess the severity of the hazard from a consumer point of view and the likelihood of the hazard occurring.					
					FULLFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>5.1</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>To identify specific characteristics or processes of products or product groups produced/handled/brokered within the company, product descriptions shall be available.</p> <p>Companies that sell/handle products under someone else's brand name, e.g. wholesalers, trading companies or similar, shall receive the necessary and relevant information from the supplier in order to handle and/or store products in a way that does not jeopardize food safety.</p> <p><i>Products can be grouped into product groups according to common characteristics or processes.</i></p>	<p>a) There are product descriptions containing the following (if these properties or processes are relevant for the product/product group):</p> <ul style="list-style-type: none"> <li>- composition</li> <li>- shelf life (unopened and opened packaging)</li> <li>- packaging (vacuum packaging, protected atmosphere, etc.)</li> <li>- physiological and chemical characteristics affecting food safety (pH, water activity, etc.)</li> <li>- processing operations (cooking, chilling, etc.)</li> <li>- conditions during storage and distribution (cold/freezing etc.)</li> <li>- expected preparation, e.g., whether the product is to be eaten raw or not</li> <li>- whether there are particularly sensitive groups expected to use the product.</li> </ul> <p>b) Companies selling/handling other people's products have relevant information on the products/product groups, in product descriptions or in other documentation.</p>			
<p><b>5.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>There shall be a flow chart for each product or product group that describes each step in the process/flow within the certified business.</p>	<p>Flow chart(s) relevant to the business are available.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>5.3</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>There shall be a business-adapted hazard analysis in accordance with the principles of HACCP, established to identify hazards that need to be prevented, eliminated, or reduced to acceptable levels.</p>	<p>There is a written hazard analysis that includes</p> <ul style="list-style-type: none"> <li>- the products/product groups handled in the certified business, and a description of the processes/flows involved</li> <li>- the microbiological, chemical and physical hazards (including foreign substances) associated with each product/product group.</li> <li>- any allergens relevant to each product group and their labelling</li> <li>- information on packaging materials and any hazards associated with them</li> <li>- the hazards managed by the basic prerequisite programmes of the establishment (personal hygiene, layout of premises, equipment requirements, etc.)</li> <li>- any hazards that need to be monitored and possibly controlled so that no unacceptable health hazards occur (operational prerequisite programmes or critical control points (CCPs))</li> <li>- a description of any sampling required to ensure food safety.</li> </ul> <p><i>Both critical control points and operational prerequisite programmes are steps where a control measure is applied to control a significant hazard. Critical control points are intended to control the highest risks (e.g., time/temperature ratio, pH), while operational prerequisite programmes can be used to control medium risks or for all significant hazards when no critical limit can be established or when a deviation or non-compliance cannot be detected in real time.</i></p>			
<p><b>5.4</b></p> <p><b>S</b></p>	<p>Businesses without physical handling should be able to identify the hazards associated with the foods covered by the certification.</p>	<p>The following can be described:</p> <ul style="list-style-type: none"> <li>- The steps in the production chain that are under the responsibility of the certified operation with a direct impact on food safety, e.g., product specification development, labelling, transportation, receiving controls, traceability.</li> <li>- The hazards (microbiological, chemical, physical) and allergens associated with the different products/product groups of food and packaging materials included in the certified operation.</li> </ul>			

6 OPERATIONAL PREREQUISITE PROGRAMME, CRITICAL CONTROL POINTS (CCPS), VALIDATION AND VERIFICATION					
The aim is to determine where in the manufacturing process hazards can be controlled directly or indirectly, how the control and the limits that apply to avoid a hazard to the consumer.					
					FULLFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>6.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>There shall be procedures for monitoring operational prerequisite programmes and critical control points (CCPs) that specify</p> <ul style="list-style-type: none"> <li>- how and when monitoring takes place</li> <li>- what is to be documented</li> <li>- who is responsible.</li> </ul>	<p>There are documented procedures for monitoring</p>			
<p><b>6.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>Where operational prerequisite programmes and/or critical control points (CCPs) are identified in the hazard analysis, there shall be measurable/observable limits (critical limits for CCPs) based on established guidelines, guidance or equivalent.</p>	<p>The limit values</p> <ul style="list-style-type: none"> <li>- are documented</li> <li>- are evidence-based.</li> </ul>			
<p><b>6.3</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>For each operational prerequisite programme and/or critical control point (CCP), there shall be a written action plan describing the direct corrective actions to be taken if limit values are exceeded.</p>	<p>A written action plan is in place and includes the following information:</p> <ul style="list-style-type: none"> <li>- the immediate action to be taken if a limit value is exceeded</li> <li>- who/whom to inform</li> <li>- how the deviation is documented</li> <li>- how to follow up and who is responsible</li> <li>- a reference to the procedure for handling deviations and complaints (see 19.1).</li> </ul>			
<p><b>6.4</b></p> <p>Not applicable to companies without physical handling of foods.</p>	<p>To ensure that the HACCP system is set up correctly and provides the required safety, the system shall be evaluated (validated) when changes are made to the operation's procedures/systems (e.g., when introducing a new production line, new products, new machines, renovation).</p> <p><i>The validation assesses, among other things, whether all relevant hazards have been included, whether limit values are correctly set in relation to the hazard and whether monitoring is sufficient to ensure the safety of the products.</i></p>	<p>The validation is documented and includes</p> <ul style="list-style-type: none"> <li>- the date of implementation</li> <li>- indication of what has been evaluated</li> <li>- any findings</li> <li>- the changes to the activity resulting from it.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>6.5</b></p> <p>Not applicable to companies without physical handling of foods.</p>	<p>There shall be a system of annual checks (verification) that the HACCP system's monitoring is working effectively.</p> <p><i>Examples of verification methods are sampling/analysis and monitoring of documentation in accordance with the HACCP plan.</i></p>	<p>The verification is documented and includes information on</p> <ul style="list-style-type: none"> <li>- how and when it was conducted</li> <li>- the findings, if any</li> <li>- any changes to the operation resulting from the verification.</li> </ul>			

7 STAFF HYGIENE					
The purpose is to avoid spreading microorganisms and other infections, including allergens, from humans to food items.					
			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>7.1</b></p> <p>Not applicable to companies without physical handling of foods.</p>	<p>To establish acceptable food hygiene, there shall be documented hygiene rules/procedures adapted to the business.</p>	<p>The hygiene rules/procedures include the following if they are relevant to the business:</p> <ul style="list-style-type: none"> <li>- How and when to wash hands</li> <li>- how and when to use work clothes, shoes, shoe protection, hair protection, protective coat/overalls etc. (see 7.2)</li> <li>- hygiene procedures during breaks and possibly outdoors</li> <li>- when jewellery, watches and the like may not be worn</li> <li>- where the consumption of food, drink and tobacco is permitted and where it should take place so as not to pose a risk to food safety</li> <li>- how medicine used for private use are handled so that they do not end up in foodstuffs</li> <li>- what applies to the health conditions of staff/visitors/contractors in which it is not appropriate to handle/stay in premises where food is handled, e.g. stomach illness, after a stay abroad, with open wounds on the hands, etc.</li> <li>- the flow in the establishment describing how to move between clean and unclean zones and where the boundaries between the zones are.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>7.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>To prevent food contamination, all persons who are present daily or temporarily in premises where food is produced, stored or managed, shall wear work clothes (including shoes) suitable for the task at hand.</p>	<p>a) Work clothing is appropriate to the food safety risks associated with the work tasks.</p> <p>b) Hair protection/headgear and beard protection (for beards and/or moustaches longer than 5 mm) are used when handling unpackaged food and there is a risk of contamination.</p> <p>c) Special clothing and footwear is used if there is a risk that work clothes/shoes may become contaminated during breaks and/or at any outdoor activities.</p> <p>d) The clothing and footwear are not likely to contaminate foodstuffs and are not more contaminated than can be expected from the work.</p>			

### 8 PREMISES AND FACILITIES

The purpose is to ensure that the design and use of the premises and the equipment will create conditions for safe food handling and not impact the surrounding environment.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>8.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>Premises and furnishings shall be appropriate for the activities conducted and enable safe food handling.</p>	<p>There are</p> <ul style="list-style-type: none"> <li>- walls, floors, ceilings, and furnishings made of materials that allow for effective cleaning</li> <li>- adequate ventilation</li> <li>- tapping points and drains to the extent necessary for safe handling and cleaning</li> <li>- lighting that promotes good hygiene in food handling and facilitates cleaning</li> <li>- equipment and materials for hygienic hand washing (hot and cold water, drying, soap, etc.)</li> <li>- space to the extent that allows for separate handling/production facilities</li> <li>- storage areas that allow for good turnover and segregation of goods</li> <li>- windows, external doors and loading and unloading doors that can be kept closed/locked when not in use.</li> </ul>			



			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>8.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>To ensure that broken fittings and equipment do not pose a risk to food safety and wholesomeness, there shall be a documented maintenance procedure describing</p> <ul style="list-style-type: none"> <li>- the frequency of routine checks</li> <li>- how to act when broken fixtures and equipment that pose an acute risk to food safety is detected</li> <li>- that broken fittings and equipment or maintenance needs, shall be documented and dated</li> <li>- that the date of planned or carried out measures and who is responsible for the measures, shall be documented</li> </ul>	<p>a) Documentation showing compliance with the procedure is available.</p> <p>b) Furnishings and equipment that pose an acute risk to food safety are not present.</p>			
<p><b>8.3</b></p> <p>Not applicable to companies without physical handling of foods.</p>	<p>Maintenance/calibration of measuring and control equipment relevant to food safety shall be conducted according to the manufacturer's instructions or at least once a year.</p>	<p>a) A list of all measuring and control equipment relevant to food safety and wholesomeness is available.</p> <p>b) Maintenance frequency and method of maintenance/calibration are indicated in the list.</p> <p>c) Maintenance/calibration performed is documented.</p>			

9 CLEANING					
<p>Good cleaning routines are important to ensure that the requirements for food safety and good hygiene are met. A good cleaning also prevents occurrence of pests and removes allergens.</p>					
			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>9.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>To prevent contamination of food and wrapping/packaging during handling and storage, there should be implemented and effective cleaning/ cleaning procedures of premises and equipment including taps, cranes and shower heads.</p>	<p>Documented procedures covering the following exist and are followed:</p> <ul style="list-style-type: none"> <li>- what is to be cleaned</li> <li>- how it will be done</li> <li>- when it should be done</li> <li>- what equipment and cleaning agents are used</li> <li>- if disinfectants are used, how and when they should be used</li> <li>- how, when and who checks the effectiveness of the cleaning, including any need for sampling (cleaning samples, microbiological water sampling to verify cleaning procedures of taps, faucets and shower heads).</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>9.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p>	<p>Where allergens are managed in the same production areas as non-allergenic products, specific cleaning procedures shall be in place to ensure that equipment and work surfaces used for food containing allergens are thoroughly cleaned before managing other foods.</p>	<p>a) Documented procedures covering the following are in place and followed</p> <ul style="list-style-type: none"> <li>- what is to be cleaned</li> <li>- how it will be done</li> <li>- when it will be done</li> <li>- equipment and cleaning agents used</li> <li>- if disinfectants are used, how and when to be used</li> <li>- how, when and who checks the effectiveness of the cleaning, including any need for sampling.</li> </ul> <p>b) There is documentation of the cleaning carried out.</p>			
<p><b>9.3</b></p> <p>Not applicable to companies without physical handling of foods.</p>	<p>Cleaning agents, cleaning equipment and other chemicals (including non-food lubricating oils and greases) shall be</p> <ul style="list-style-type: none"> <li>- stored in a separate room, away from foodstuffs</li> <li>- clearly marked with the product name and be traceable to the original packaging if repackaged.</li> </ul> <p>Important information (such as safety data sheets) needed to prevent harm to humans and the environment, shall be available.</p>	<p>a) Storage is in a separate space, e.g., "cleaning cabinet".</p> <p>b) Detergents and chemicals are clearly labelled.</p> <p>c) Safety data sheets or equivalent are available.</p>			

### 10 SAMPLING AND WATER QUALITY

In EU legislation, there are specific microbiological and chemical criteria for specific foods and sampling is important to ensure that these foods do not pose a health hazard. Similarly, good water quality is important so that it does not pose a risk to product safety, both for water and ice used in manufacturing and for washing/cleaning. It is also important to clean or replace hoses, spigots and strainers as microorganisms can otherwise grow in residual water.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>10.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>If there are specific microbiological and chemical criteria for the product in EU legislation, sampling and analysis shall be conducted at appropriate intervals and adapted to the product, production volume and production method.</p> <p>If no sampling is done or if someone else does it in the food chain, it shall be explained by the hazard analysis.</p>	<p>a) There is a documented sampling plan that includes procedures for acting in the event of exceeded limits.</p> <p>b) Analytical results are available showing compliance with the sampling plan.</p> <p>c) Measures taken in case of deviations are documented.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>10.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>To ensure that water and ice used in the establishment does not pose a risk to food safety, the water shall be of drinking water quality (according to the national authority's criteria for drinking water quality).</p> <p>Sampling intervals, parameters, and points (incoming water or tap water) to ensure drinking water quality shall be based on risk and justified, e.g., using the hazard analysis. The interval should not be longer than 12 months.</p> <p>The requirement for drinking water quality does not apply when food is clearly not likely to be contaminated.</p>	<p>a) There is an approved microbiological and chemical analysis result, from own sampling or from a drinking water producer (e.g., waterworks), according to the established interval and at least from the last 12 months period.</p> <p>b) The choice of sampling points, parameters and intervals can be justified.</p>			

11 WASTE					
<p>Good waste management prevents the spread of infections and vermin problems and ensures that waste is managed so that it does not pose risks to the environment.</p>					
			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>11.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>In order to ensure hygienic and food-safe handling and disposal of waste, there shall be a written or oral routine.</p>	<p>Procedures are in place describing the following:</p> <ul style="list-style-type: none"> <li>- how the waste generated by the operation is to be managed and/or sorted according to national or local authority requirements.</li> <li>- how waste is to be stored while waiting to be taken to the waste room, including its transportation there (via premises and equipment).</li> </ul>			

12 VERMIN CONTROL					
The operation shall be responsible for minimizing infestation of vermin's in and around the facility. Good preventive work reduces the risk that the vermin can live, thrive and multiply.					
					FULLFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>12.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>There shall be preventive work that prevents vermin's or domestic animals from entering and / or establishing themselves, and an annual risk assessment for the presence of vermin's and / or domestic animals shall be performed.</p> <p><i>Vermin include rodents, birds, pests.</i></p>	<p>a) Preventive work is available which includes the following:</p> <ul style="list-style-type: none"> <li>- openings and openable windows are tight and, if necessary, provided with protection (e.g. insect nets)</li> <li>- disposal of spills that may become food</li> <li>- surfaces closest to buildings are kept free of vegetation and other materials that may provide protection</li> <li>- good waste management so that vermin's / domestic animals do not have access to buildings and premises.</li> </ul> <p>b) A written risk assessment is available for the presence of vermin's during the year.</p>			
<p><b>12.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>If, according to a risk assessment (12.1), there is a risk of vermin's entering and / or establishing themselves in areas where food is stored and managed, monitoring of vermin shall take place.</p> <p>Documentation from any vermin control with pesticides shall be available.</p>	<p>a) Written vermin control routine containing the following information is available:</p> <ul style="list-style-type: none"> <li>- hired vermin control companies including contact person, alternatively name and competence of own staff responsible for pest control, and carrying out any pest control.</li> <li>- drawing / sketch, over control stations (those places where baits, traps or pesticides has been placed)</li> <li>- report from readings from control / inspection</li> <li>- type of vermin that has occurred</li> <li>- proposed measures with measures taken / corrective measures for control and preventive measures.</li> </ul> <p>b) Documentation from vermin control with pesticides is available with information on</p> <ul style="list-style-type: none"> <li>- compound (name)</li> <li>- date when the product was placed</li> <li>- planned end date for control</li> <li>- place</li> <li>- performer</li> <li>- type of vermin.</li> </ul>			

13 STORAGE AND HANDLING OF FOOD STUFF					
Time, temperature, and humidity are critical factors in storage, handling and processes and should be at a temperature and humidity appropriate to the nature and conditions of the food (and packaging material).					
					FULLFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>13.1</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Food should be stored and managed in an environment that does not present a health hazard, in terms of temperature and humidity, according to national guidelines or specific quality requirements.</p>	<p>a) The company can account for the storage temperature and, where appropriate, the humidity of the food being handled.</p> <p>b) Measurements and/or readings show that storage/handling takes place according to established limits for temperature and humidity.</p> <p>c) Documentation such as contracts or booking confirmations show that appropriate storage instructions have been agreed with external storage service providers.</p> <p><i>Businesses without physical handling of food are not covered by a), b) above.</i></p>			
<p><b>13.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>Heat treatment, e.g., keeping warm, heating and/or chilling of food shall be conducted out at a temperature and for a period of time that does not present a health hazard.</p>	<p>Measurements and/or readings show compliance with the limits set in the hazard analysis.</p>			
<p><b>13.3</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>To ensure probity, there shall be procedures for segregation and production and process planning.</p>	<p>a) Procedures for segregation can be demonstrated.</p> <p>b) Production planning is documented.</p>			

## 14 ALLERGENS

Allergens are substances that can cause hypersensitivity or intolerance and are included in the EU allergen list. When managed incorrectly, allergens can be one of the most serious hazards in the business and should therefore be treated with particular vigilance throughout the production flow: in storage, handling (including subsequent cleaning) and labelling.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>14.1</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p style="text-align: center;"><b>S</b></p>	<p>To minimize the risk of an allergic reaction in the final consumer, procedures shall be in place for the storage, labelling and handling of foodstuffs containing allergenic substances/allergens within the company/establishment.</p>	<p>a) Documented procedures on allergens, including management of allergenic process, production, and raw material waste, are in place.</p> <p>b) Foods containing allergens/allergenic substances are</p> <ul style="list-style-type: none"> <li>- clearly labelled</li> <li>- stored in sealed packaging or separate containers</li> <li>- managed in a way that prevents contamination.</li> </ul> <p>c) Production/process planning is conducted to prevent the risk of cross-contamination.</p>			

## 15 SUPPLIERS, GOODS RECEPTION AND PACKAGING


The purpose of this chapter is to ensure that suppliers and subcontractors meet the company's requirements for food safety, traceability and quality, that goods meet the requirements as ordered, and that packaging does not contain harmful substances or that they can be transferred into the food.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>15.1</b></p> <p><b>NEW!</b></p> <p style="text-align: center;"><b>S</b></p>	<p>New suppliers, including outsourced service providers and subcontractors, shall be approved with regard to food safety and traceability. The approach for approval shall be adapted to the risks identified for the food and services supplied.</p> <p><i>Suppliers include actors in the food chain supplying services, raw materials/products, live animals or performing handling/contract manufacturing for the company.</i></p>	<p>a) The approach for approval is documented and adapted to the identified risks.</p> <p>b) Supporting documents for approval decisions are available, e.g., questionnaires, certificates from a known third-party standard, records of completed physical supplier assessments.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>15.2</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Existing suppliers, including contracted service providers and subcontractors, shall be monitored to ensure that they are operating safely and appropriately and meeting the requirements for approval in accordance with 15.1.</p> <p>The scope and frequency of the supplier monitoring shall be based on the risks of the raw materials/products managed, previous non-conformities, any certification status, the subcontractors managed and shall be evaluated annually.</p>	<p>a) A list of approved suppliers is available.</p> <p>b) The scope and frequency of supplier monitoring is documented.</p> <p>c) Evidence from the monitoring is available, e.g., questionnaires, certificates from a known third-party standard, records from the on-site supplier assessment.</p> <p>d) Deviations including actions and an annual evaluation are documented.</p>			
<p><b>15.3</b></p>	<p>To ensure that goods meet the requirements of the order, there shall be procedures for checking the delivery of goods, designed according to the scope and focus of the business.</p> <p><i>Please note that special legal requirements apply to certain imported products or products imported from another EU country.</i></p>	<p>a) There is a written procedure covering at least</p> <ul style="list-style-type: none"> <li>- checking the outer packaging, information/labelling (including any specific labelling requirements and voluntary value added labels), reception temperature (for temperature sensitive goods) and any certificates</li> <li>- description of the measures to be taken if the goods are found to be defective.</li> </ul> <p>b) Checks are carried out according to procedures and are documented.</p> <p>c) Deviations and measures taken are documented.</p>			
<p><b>15.4</b></p> <p><b>S</b></p>	<p>Food shall be stored and packaged in packaging approved for the food in question.</p>	<p>a) There is a document, e.g., "declaration of compliance" (DOC) that shows that packaging materials are approved for use in contact with food, and under which conditions and for which foods the material or product can be used.</p> <p>b) In cases where only pre-packaged food sold under someone else's brand is handled in the business, there is evidence from supplier assessment that ensures that approved packaging material has been used.</p>			

## 16 DELIVERY AND TRANSPORT


The purpose is to ensure that food is transported at the right temperature and that the right conditions are maintained throughout the transport.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<b>16.1</b> <b>NEW!</b> 	The supply and transport of food shall be conducted under temperature and hygiene conditions appropriate to the product and which do not present a health hazard.	a) Temperature and hygiene conditions can be maintained during transportation under the company's own responsibility. b) Temperature measurements including measures in case of deviations are documented. c) Documentation, such as a contract or booking confirmation, shows that appropriate temperature and hygiene conditions have been agreed with external transport companies.  <i>Companies without physical handling of food are not covered by a), b) above.</i>			



**17 INFORMATION / LABELING AND PROBITY**

The purpose is to ensure that food is transported at the right temperature and that the right conditions are maintained throughout the transport.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
17.1 	Pre-packaged foods shall be labelled <ul style="list-style-type: none"> <li>- with all information relevant to the product</li> <li>- in a language that can be easily understood by consumers in the country where the product is sold</li> <li>- in text that is easy to understand, highly visible, clearly legible and durable.</li> <li>- with the following mandatory information (unless exempted by the legislation of the country where the product is sold):                             <ul style="list-style-type: none"> <li>- name/designation of the product</li> <li>- list of ingredients (in descending order), with allergens according to Annex II of Regulation (EU) No 1169/2011 (allergen list) highlighted</li> <li>- quantity of certain ingredients or food categories</li> <li>- net quantity</li> <li>- Best before date or expiry date written as day-month-year</li> <li>- storage and use instructions specific to the product</li> <li>- company name and contact information</li> <li>- beverages containing more than 1.2% alcohol by volume, the actual alcohol content expressed as a percentage by volume.</li> <li>- mandatory origin and provenance information</li> <li>- instructions for use if necessary to understand how to use the product</li> <li>- nutrition declaration.</li> </ul> </li> </ul>	Pre-packaged foods are labelled correctly.  <i>During the audit, the certification body takes a number of samples depending on the number of items in the business, at least as follows:</i> <ul style="list-style-type: none"> <li>&lt; 10 items = 1 sample</li> <li>10-50 articles = 2 samples</li> <li>&gt; 50 articles = 5 samples</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>17.2</b></p> <p>Not applicable to companies without physical handling of foods.</p> <p><b>S</b></p>	<p>On non-prepacked foods*, the following information (unless exempted by the legislation of the country in which the product is sold) shall be available at the consumer's request, in writing, in the immediate vicinity or clearly indicated where the information is available:</p> <ul style="list-style-type: none"> <li>- the name of the product</li> <li>- list of ingredients (in descending order), with allergens as defined in Annex II to Regulation (EU) No 1169/2011 (allergen list) highlighted.</li> <li>- quantity of certain ingredients or food categories, where required</li> <li>- net quantity</li> <li>- Best before date or expiry date written as day-month-year</li> <li>- storage and use instructions specific to the product</li> <li>- company name and contact information</li> <li>- for beverages containing more than 1,2 % alcohol by volume, the actual alcohol content expressed in % vol.</li> <li>- mandatory origin information</li> <li>- instructions for use if necessary to understand how to use the product.</li> </ul> <p>For foods sold unpackaged to the final consumer (e.g., restaurant food), information on allergens shall always be provided on request orally or in a written material accompanying the food when sold or available in the vicinity. Does not apply if it is clearly stated in the name that the allergen is a part of the food or dish.</p> <p><i>* sold unpackaged, packaged at the point of sale at the consumer's request or pre-packaged for direct sale.</i></p>	<p>Correct information can be provided on non-pre-packaged food.</p> <ul style="list-style-type: none"> <li>- <i>During the audit, the certification body takes a number of samples depending on the number of items in the establishment, at least as follows:</i> <ul style="list-style-type: none"> <li>- &lt;10 items = 1 sample</li> <li>- 10-50 items = 2 samples</li> <li>- &gt; 50 items = 5 samples</li> </ul> </li> </ul>			
<p><b>17.3</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>If voluntary labels (eco-labels, labels of origin or similar) are used, there shall be a certificate, agreement, certificate, or similar showing that the label can be used.</p>	<p>Documentation showing the correct use of voluntary labels is available.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>17.4</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Where nutrition and health claims, allergen warning labels (PAL)* and/ or "free-from" labels appear on the product, the relevant legislation and/ or specific regulatory requirements in the country where the product is sold shall be complied with.</p> <p>Allergen warning labels may only be used when all other possible measures have been taken to avoid cross-contamination of an allergen in the production process. A quantitative risk assessment shall have been conducted demonstrating the justification and credibility of the label.</p> <p><i>*Precautionary Allergen Labelling - used to inform the consumer of the risk that a specific allergen may be present in a product due to accidental contamination. Examples of such labelling could be "traces of".</i></p>	<p>a) The company can demonstrate compliance with specific legislative and/or regulatory requirements for nutrition and health claims, "free-from"labelling and/or allergen warning labels.</p> <p>b) Where allergen warning labels are used, this can be justified and there is a documented quantitative risk assessment.</p>			
<p><b>17.5</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>There shall be control procedures in place to ensure that information/ labelling</p> <ul style="list-style-type: none"> <li>- corresponds to the content</li> <li>- corresponds to the weight/volume</li> <li>- is in accordance with 17.1 and/or 17.2</li> <li>- translated into other languages is consistent with the product specification or equivalent.</li> </ul> <p>Any significant changes* in information/labelling shall be communicated internally and to relevant sales channels/customers.</p> <p><i>*content or functionality, net content, dimensions, or gross weight, removed or added labelling/certification information, primary brand name, seasonal changes, quantity in package, changes in mixed packaging, price printed directly on package, or anything else relevant to a specific product or product group.</i></p>	<p>There is a written procedure that describes</p> <ul style="list-style-type: none"> <li>- how the check is conducted</li> <li>- if and when any documentation is to take place</li> <li>- actions to be taken in case of deviations</li> <li>- how changes in information/labelling is communicated.</li> </ul>			

**18 TRACEABILITY AND RECALL**

In order to be able to quickly trace and recall potentially harmful or unfit foods, they shall be able to be traced one step forward and one step backwards in the "external traceability" food chain. "Internal traceability" means that you can follow raw materials and ingredients through the process within your own company and thus have control over which raw materials are included in a certain production cycle. Internal traceability is not a legal requirement, but it allows for a narrower recall in the event of any problems, which can reduce costs and enable increased follow-up of production.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>18.1</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>All products and components of a product and packaging materials in direct contact with food shall be traceable one step back and one step forward in the food chain and be appropriately labelled to enable traceability.</p> <p>For companies that broker/handle pre-packaged food, traceability applies to the products brokered/purchased.</p> <p><i>For companies that sell/deliver food directly to the final consumer, traceability applies one step backwards.</i></p>	<p>a) Marking on the product and packaging material, e.g., best before date, packing day, batch or similar that enables traceability is available.</p> <p>b) There is documentation that allows traceability back to the supplier and up to the next stage (customer/recipient).</p> <p><i>The documentation can for example consist of delivery notes, invoices, receipts, customer registers, transportation, or delivery documents.</i></p>			
<b>18.2</b>	<p>To ensure that traceability works, it shall be evaluated at least annually, distributed as far as possible between different product/food groups.</p> <p>For companies that broker/handle pre-packaged food, traceability shall be evaluated on the products that are brokered/purchased.</p>	<p>Documentation from the traceability test with at least the following information is available:</p> <ul style="list-style-type: none"> <li>- Date</li> <li>- product</li> <li>- one step forward and one step backward traceability (with exceptions according to 18.1)</li> <li>- result/conclusion of the test with actions.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>18.3</b></p> <p>Not applicable to companies without physical handling of foods and companies that sell/deliver food directly to the final consumer, such as restaurants.</p> <p><b>S</b></p>	<p>If the company handles foodstuffs that are subject to internal traceability requirements from authorities or other stakeholders</p> <ul style="list-style-type: none"> <li>- these requirements should be recorded</li> <li>- there should be documented procedures for this</li> <li>- there shall be a procedure for production planning throughout the manufacturing process that ensures that the procedure is followed.</li> </ul> <p><i>Internal traceability means that you can follow raw materials/ingredients through the process within your own company. Examples where there may be specific labelling requirements whose compliance requires internal traceability are origin labelling of beef, catch zone for fish, catch area for mussels, producer code for eggs, GMOs in food, identification mark on products of animal origin, organic food, and voluntary labels.</i></p>	<ul style="list-style-type: none"> <li>a) A list of the products including relevant raw materials/ingredients subject to internal traceability requirements is available.</li> <li>b) Documented procedures for internal traceability exist and can be demonstrated throughout the manufacturing process.</li> <li>c) Procedures for production planning, can be demonstrated.</li> </ul>			
<p><b>18.4</b></p> <p>Not applicable to companies without physical handling of foods and businesses that sell/deliver food directly to the final consumer, such as restaurants.</p>	<p>If products with specific information/labelling and/or claims related to the raw material are produced/managed, documented evidence for a quantitative traceability control (e.g., mass balance) shall be available.</p> <p><i>Examples of specific information/labelling/claims can be origin, variety/breed, value added labelling/status. During an audit, the certification body can take a random sample and perform a quantitative control, e.g., mass balance calculation or use other control methods for a specific raw material, product or time period.</i></p>	<ul style="list-style-type: none"> <li>a) For delivered raw materials there are invoices / delivery notes from at least 2 years back and information on the total amount of delivery per raw material and year can be reported.</li> <li>b) For delivered products, there are invoices / delivery notes from at least 2 years ago and information on the total amount of delivered product and year can be reported.</li> <li>c) Recipes for each product and an estimate of the waste in the refining process are available.</li> <li>d) The stock balance for all relevant raw materials and products can be reported.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>18.5</b></p> <p>Not applicable to businesses that sell/deliver food directly to the final consumer, such as restaurants.</p> <p><b>NEW!</b></p>	<p>There should be a written plan to withdraw products from the next stage (recall), e.g., sales stage/shop/restaurant.</p>	<p>The recall plan sets out</p> <ul style="list-style-type: none"> <li>- the circumstances under which food is to be withdrawn</li> <li>- the person(s) who will take the decision to recall in accordance with 2.1 and who else in the company should be involved, if any</li> <li>- who informs everyone who received the goods, what information to provide and where to find their contact details</li> <li>- how products that are recalled are handled so that they do not mix with and/or contaminate other products.</li> <li>- when any sampling will take place</li> <li>- when and how to contact authorities and certification bodies, including their contact details.</li> </ul>			
<p><b>18.6</b></p> <p>Not applicable to businesses that sell/deliver food directly to the final consumer, such as restaurants.</p>	<p>The recall plan should be evaluated at least annually.</p> <p><i>Recall testing can be done, for example, by contacting customers/recipients who have received products from the company and confirming that the delivered product has been received and that a recall could have been conducted if necessary.</i></p>	<p>Documentation from the test is available showing</p> <ul style="list-style-type: none"> <li>- when the test was performed (date)</li> <li>- which product was evaluated</li> <li>- from which customer the product was recalled</li> <li>- results/conclusions from the test</li> <li>- any actions taken</li> <li>- that the contact list has been updated if necessary.</li> </ul>			

**19 MANAGEMENT OF NON-COMPLIANCES AND REFUNDS**

Through good routines for how deviations and complaints are managed, customers' trust is created that the business is conducted professionally and that there is an opportunity for feedback on how the quality work works.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<b>19.1</b>	There shall be procedures for handling complaints, deviations, suspected food poisoning and comments.	<p>a) The documented procedure describes how</p> <ul style="list-style-type: none"> <li>- documentation, follow-up and investigation takes place</li> <li>- contact is made with the inspection authority and when feedback is given to the customer.</li> <li>- deviating products/dishes are managed.</li> </ul> <p>b) Documentation showing that the procedure has been followed is available.</p>			

# ANIMAL CARE

Applies to slaughterhouses where the animals, regardless of animal species, are intended as food.

20 SLAUGHTERHOUSE					
The animals shall be managed in such a way that they are not at risk of being injured or caused unnecessary suffering or stress all the way to the end of their lives. The natural behaviour of the animals shall be exploited, and as far as possible established groups of animals shall be kept together and not mixed with foreign animals. Improper handling of animals just before slaughter can also affect meat quality.					<b>FULLFILLED RULE?</b>
	<b>CONTROL POINT</b>	<b>DETAILED REQUIREMENTS AND VERIFICATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>20.1</b> <b>S</b>	To ensure good animal welfare, there shall be written routines / instructions for all handling of animals that include at least: <ul style="list-style-type: none"> <li>- reception</li> <li>- handling of injured and sick animals</li> <li>- driving including the use of driving aids</li> <li>- care of animals in stables</li> <li>- fixation and anaesthesia</li> <li>- chaining and bleeding</li> <li>- handling before, after and during the transport of live animals (if the transport is a separate part of the activity)</li> <li>- how personnel should act when circumstances arise that delay / stop the slaughter work (power outages or similar).</li> </ul>	a) Written routines and instructions adapted to the business are easily accessible. b) Staff may, for their duties, account for routines and instructions.			
<b>20.2</b>	There shall be an animal welfare officer with responsibility for animal welfare who includes that current routines / instructions exist and are followed.	a) There is an animal welfare officer. b) The powers of the animal welfare officer are known to the workforce.			
<b>20.3</b>	All personnel handling animals in connection with slaughter and the person responsible for animal welfare shall hold a certificate of competence for slaughterhouse personnel, issued by the national authorized authority in an EU country.	Proofs of competence are available for persons who perform any of the following tasks: <ul style="list-style-type: none"> <li>- handling and care of animals before fixation</li> <li>- fixation of animals before stunning</li> <li>- stunning of animals</li> <li>- assessment of whether the anaesthesia has been effective</li> <li>- chaining or other suspension of live, anesthetized animals.</li> <li>- bleeding of live, anesthetized animals.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
20.4	<p>When the animals are received, there shall be information from the animal owner regarding</p> <ul style="list-style-type: none"> <li>- the identity of the animals and that they are marked</li> <li>- which facility the animals come from</li> <li>- that the animals are clean, healthy and not during the waiting period for drug treatment</li> <li>- if the animals are highly lactating and when they were last milked.</li> </ul>	Information is available.			
20.5	<p>Within 24 hours of arrival at the slaughterhouse, the animals shall be inspected visually by a qualified veterinarian, which includes checking that the animals are healthy, clean, and free from damage.</p>	<p>Documentation is available that shows that</p> <ul style="list-style-type: none"> <li>- inspection has taken place within 24 hours of arrival</li> <li>- that measures have been taken regarding deviations.</li> </ul>			
20.6	<p>The animals shall be driven in such a way that the animals are not harmed and that their herd instinct and natural behaviour can be exploited.</p>	<p>a) Driveways are non-slip, horizontal or only slightly inclined upwards. They are without sharp bends and free from objects and protruding parts.</p> <p>b) The animals can move from darker to lighter area.</p>			
20.7	<p>Driving aids should only be used to control the animals and mechanical drive devices shall be monitored.</p> <p>Electric pushers should only be used on the hindquarters of adult cattle and larger pigs when they refuse to move forward and have a clear path forward. The pins on the pusher shall be rounded and used for a maximum of one second at a time.</p>	<p>a) Aids are used only for steering.</p> <p>b) Electric pushers are used correctly.</p> <p>c) Mechanical drive device monitoring is available.</p>			
20.8	<p>Animals should be housed for a maximum of one night (reindeer may be kept in fence for up to 5 days) and in these cases shall be slaughtered without delay the following day. Supervision shall take place morning and evening.</p> <p>If sick, weak, non-weaned animals, high-milking cows, and animals that are injured in such a way that causes suffering during housing arrive at the slaughterhouse, immediate slaughter shall take place.</p> <p>If immediate slaughter of high-milking cows is not possible, milking shall take place before stalling.</p>	Record keeping is available which shows that the requirements for stable, supervision and milking are complied with.			



			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
20.9	<p>There shall be stable spaces, boxes, corrals / fences and containers of sufficient scope and size that enable supervision and keeping of animals that have not previously been kept in the same group.</p> <p>There shall be a specific area for housing injured, sick, weak and non-weaning animals.</p>	<p>a) The space requirements comply with the requirements set out in Annex 1.</p> <p>b) Separation is possible between horn-bearing and hornless (not reindeer) animals, distinct species, and of animals with aggressive behaviours.</p> <p>c) Supervision is possible.</p>			
20.10	<p>Stable spaces / corrals / enclosures and spaces where containers are stored shall be adapted to the species and designed in such a way that they not causes harm and suffering to the animals with regard to</p> <ul style="list-style-type: none"> <li>- temperature, humidity and air movement (wind / draft)</li> <li>- sound and light</li> <li>- unfavourable weather conditions.</li> </ul> <p><i>The animals experience thermal comfort when they do not need extra heat production to keep warm and / or sweat / pant etc to achieve cooling.</i></p>	<p>a) Temperature and humidity are adapted to the species according to Annex 2.</p> <p>b) Mechanical noise occurs only temporarily and does not exceed 75 dBA.</p> <p>c) There is artificial light in the stable spaces which does not cause discomfort to the animals.</p> <p>d) Dimmed lighting during the dark hours of the day is available.</p> <p>e) There is protection in adverse weather conditions for reindeer / deer in corrals.</p>			
20.11	All animals that are housed shall have free access to clean water.	<p>a) Adequate water equipment is available.</p> <p>b) Water equipment is designed so that good hygiene can be easily maintained.</p>			
20.12	If the time for transport, including time in the stable or time in containers, exceeds 12 hours, animals shall have access to feed that is adapted to the species.	<p>a) Documentation shows that the animals have been fed.</p> <p>b) Feed is available for the animal species that are housed.</p>			
<b>20.13</b>	Method of fixation before anaesthesia should be adapted to the species.	<p>One of the following fixation methods is used:</p> <ul style="list-style-type: none"> <li>- anaesthesia box, possibly equipped with a device for fixing the head</li> <li>- holding the animal's head with a halter, twitching or similar (under mechanical anaesthesia)</li> <li>- holding the animal's head with a horn tag during mechanical stunning of reindeer</li> <li>- manual restraint of small animals</li> <li>- slaughter funnel for poultry</li> <li>- shackles for poultry weighing not more than 20 kg.</li> </ul>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
20.14	<p>Anaesthesia followed by bleeding shall be done quickly and efficiently and with methods and equipment adapted to animal species.</p> <p>Functional spare equipment shall be easily accessible.</p>	<p>a) Any of the following methods of anaesthesia are applied before bleeding:</p> <ul style="list-style-type: none"> <li>- bolt pistol or shotgun (all species)</li> <li>- blow to the head (poultry or rabbits with a maximum weight of 3 kg)</li> <li>- electricity (sheep, goats, pigs, rabbits, poultry including ostriches)</li> <li>- carbon dioxide (pigs and chickens)</li> </ul> <p>b) Equipment including spare equipment for the species managed at the slaughterhouse is available.</p>			
20.15	<p>The anaesthesia equipment shall be</p> <ul style="list-style-type: none"> <li>- inspected after each day of slaughter</li> <li>- maintained / calibrated according to instructions from supplier.</li> </ul> <p>If deviations in the anaesthetic effect are found, maintenance / calibration of the anaesthesia equipment shall take place immediately.</p>	<p>Documentation from maintenance and daily inspection of equipment including spare equipment is available.</p>			
20.16	<p>To ensure that the anaesthesia has not ceased before bleeding, the bleeding shall take place within</p> <ul style="list-style-type: none"> <li>- 60 seconds under mechanical anaesthesia with a bolt gun, firearm or carbon dioxide</li> <li>- 20 seconds when stunned with electricity</li> <li>- 15 seconds for sheep and goats shot from behind, in cases horn outgrowth prevented shooting in the forehead.</li> </ul> <p>If other time indications are followed, there shall be documented scientifically sound evidence that ensures that the animals are anesthetized before bleeding.</p> <p>If deficiencies in the anaesthetic effect are found, re-anaesthesia shall take place immediately. Deviations shall be documented and investigated so that the cause can be determined and remedied.</p>	<p>a) Routines for times between anaesthesia and bleeding are followed.</p> <p>b) The stunning effect on all animals is checked for respiration, eye blinks and / or if the animals try to get up.</p> <p>c) There is documentation of deviations and measures taken in the event of inadequate anaesthesia.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<p><b>20.17</b> <b>NEW!</b></p>	<p>After bleeding, the following should be checked on all animals to ensure that the animal is dead:</p> <ul style="list-style-type: none"> <li>- no breathing or vocalization</li> <li>- body hangs limply</li> <li>- ears are drooping, tongue is slack</li> <li>- open, still, forward facing eyes with open pupils and no blinking.</li> <li>- random check for absence of corneal reflex or absence of pain sensitivity (except in poultry).</li> </ul> <p>If the animals show signs of life, the stunning and bleeding process shall be repeated immediately. Deviations shall be documented and investigated so that the cause can be determined and corrected.</p>	<ul style="list-style-type: none"> <li>a) Routine checking of the absence of vital signs takes place.</li> <li>b) Documented procedures for the random check of the corneal reflex/absence of pain sensitivity exist and can be justified (number, how it should be performed and who is responsible).</li> <li>c) Documentation of any deviations and measures taken in case of inadequate bleeding is available.</li> </ul>			
<p><b>20.18</b></p>	<p>The carcass and internal organs shall be inspected by a qualified veterinarian or assistant after slaughter.</p> <p>If deficiencies in animal welfare and diseases are detected, measures shall be taken to prevent this from happening again.</p>	<p>Documentation is available that shows</p> <ul style="list-style-type: none"> <li>- that inspection has taken place after slaughter</li> <li>- any deviations and measures taken</li> </ul>			

## 21 SLAUGHTER TRANSPORT (OWN AND RENTED TRANSPORT)

The animals shall be transported in such a way that they do not risk being harmed or caused unnecessary suffering or stress and only healthy animals may be transported. In all handling, the animals' herd instinct and natural behaviour should be used, and the animals should be managed calmly. As far as possible, established groups of animals should be kept together and not mixed with foreign animals. It is important that the permitted transport time is not exceeded, with increased transport time the risk of animal welfare problems increases during transport.

If the slaughterhouse has its own transport vehicles that are part of the certified operation, all control points regarding slaughter transport apply below. If an external transporter is hired, CP 21.1-21.3 applies.

		FULLFILLED RULE?			
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<b>Own and rented transport</b>					
<b>21.1</b>	<p>The transporter shall be approved in accordance with the requirements of the EU Regulation on animal transport and the vehicle shall be adapted to the species and transport time.</p> <p><i>The transport time is calculated from the first animal / container being loaded until the last animal / container is loaded by the transport vehicle.</i></p>	A valid transport permit issued by the authorized authority of an EU country is available.			
<b>21.2</b>	<p>There shall be a person responsible for the necessary care of the animals during transport. The person shall hold a certificate of competency for transports issued by the national authority in an EU country or Norway.</p> <p>Does not apply to transport of poultry if information regarding sender, recipient, animal species and number of animals and storage temperature are included during transport.</p>	Proof of competence is available for the responsible person.			
<b>21.3</b>	<p>The transport time, including rest during transport, shall not exceed 8 hours.</p> <p>The transport time may be extended by 3 hours (4 hours for poultry transported during the dark hours of the day) if</p> <ul style="list-style-type: none"> <li>- the transport time to the nearest (for the farmer) available slaughterhouse exceeds 8 hours</li> <li>- the vehicle is approved for long journeys.</li> </ul> <p><i>Please note that exemption from the authorized authority may be required if the transport time exceeds 8 hours. The transport time is calculated from the first animal / container being loaded to the last animal / container being unloaded.</i></p>	<p>a) Transport documents (from own and / or external transports) show that permitted transport times are complied with.</p> <p>b) Transport time over 8 hours can be justified, and corrective measures are documented.</p>			

		FULLFILLED RULE?			
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
<b>Own (not rented transport) transport</b>					
<b>21.4</b>	<p>Animals shall not be loaded for transport to the slaughterhouse when they are sick, injured, milked or pregnant within the following times before the expected birth:</p> <ul style="list-style-type: none"> <li>- cattle 28 days (and 21 days after calving)</li> <li>- thank / get 14 days</li> <li>- pig 14 days</li> <li>- horse 35 days</li> <li>- reindeer / deer 23 days.</li> </ul> <p>Reindeer shall not be transported if the outdoor temperature is more than 18 degrees.</p>	<p>a) Transport records show that only animals suitable for transport have been transported.</p> <p>b) Outdoor temperature during transport of reindeer is documented.</p>			
<b>21.5</b>	<p>If the transport exceeds 8 hours, water and suitable feed shall be given to the animals.</p>	<p>a) There are devices for feeding and watering the animals.</p> <p>b) The type of feed is adapted to the species of animals being transported.</p>			
<b>21.6</b>	<p>The condition of the animals shall be checked at least every two hours through physical inspection or video surveillance and deviations including corrective measures shall be noted.</p> <p>If the routine is that poultry are not checked during travel, there shall be temperature monitoring in the entire load compartment.</p>	<p>a) Records for the inspection, including the signing of the person who performed the physical inspection, are available.</p> <p>b) Deviations including corrective measures are recorded.</p> <p>c) Temperature monitoring in transport for poultry is available if physical control does not take place while driving.</p>			
<b>21.7</b>	<p>There shall be suitable equipment in good condition that ensures that animals are not injured during loading and unloading.</p>	<p>The equipment is in good condition and connects well to the cargo area.</p>			
<b>21.8</b>	<p>Aids for loading and unloading shall only be used to help the animals find the right path and prevent them from turning around.</p> <p>Electric pushers shall only be used as a last resort on the hindquarters of adult cattle and larger pigs in the front line when they refuse to move forward and have a free way forward. The pins on the pusher shall be rounded and used for a maximum of one second at a time.</p>	<p>Aids including electric propellers are only used according to situations and methods specified in the control point.</p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
21.9	Containers shall be designed so that the animals can stand and lie down in a natural position. Handling shall be done carefully so that the animals are not injured or subjected to unnecessary suffering, and it shall be clear what the upright position of the container is.	<p>a) Containers of sufficient size are available.</p> <p>b) Containers are kept in a horizontal position and heavy shocks or shaking are avoided by gentle handling.</p>			
21.10	The means of transport shall be designed so that it does not cause injury or unnecessary suffering to the animals and there shall be sufficient space that enables supervision, care and safe loading and unloading.	<p>a) The space requirements comply with the requirements set out in Annex 3.</p> <p>b) The animals can stand and lie down in a natural position</p> <p>c) If the movements of the vehicle cause the animals to be injured (as a result of them falling, getting stuck, etc.) there are dividing wall.</p> <p>d) Animals may be divided into smaller compartments, with the exception of bovine animals which have gone into free range.</p> <p>e) The means of transport is escape-proof.</p> <p>f) The floor is non-slip, without irregularities and is noise-reducing.</p> <p>g) The floor is provided with suitable bedding or bed material or equivalent with the same function (does not apply to transport of reindeer if the transport time is a maximum of 8 hours).</p> <p>h) Ceiling height and light sources enable supervision.</p>			
21.11	Ventilation and temperature shall be adapted for animal species during the entire time they are in the means of transport / container.	<p>a) Temperature and humidity are adapted to the species according to Annex 2.</p> <p>b) In the cargo space is located</p> <ul style="list-style-type: none"> <li>- adjustable valves, doors and / or fans</li> <li>- mechanical ventilation equipment for the transport of all piglets and for the transport of all pigs if the outdoor temperature exceeds + 20°C</li> <li>- temperature gauges that can be read at a suitable interval.</li> </ul>			
21.12	Documentation shall be available during transport with the following information: <ul style="list-style-type: none"> <li>- the animal's ID, origin, and owner</li> <li>- place of dispatch</li> <li>- date and time of dispatch</li> <li>- intended destination and expected transport time.</li> </ul>	Complete documentation is available.			
21.13	There shall be information that vehicles and / or containers contain live animals.	<p>a) There are visible signs on the front and back of the vehicle.</p> <p>b) Containers are marked.</p>			



# **OPTIONAL RULES FOR WASTE ON A RESTAURANT**

# OPTIONAL RULES FOR WASTE ON A RESTAURANT (SR)

The module is a voluntary option for companies that are certified according to IP Food

1SR IDENTIFICATION OF WASTE					
Food waste is food that is thrown away but could have been eaten if it had been managed differently.					<b>FULLFILLED RULE?</b>
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
1.1SR <b>S</b>	Food waste shall be prevented by identifying the causes of occurrence and noting and managing any deterioration over time.	a) Documentation shows <ul style="list-style-type: none"> <li>- that measurement of kitchen waste, serving waste and plate waste is carried out at least one continuous week per month using a national method, (grams per eating person or kilo per day).</li> <li>- who is responsible for measuring food waste</li> <li>- that the staff is kept informed of the results of the measurements.</li> </ul> b) If the measurements show that food waste has increased over time, this can be justified. c) Any need for measures has been identified and the measures have been implemented.			

2SR STORAGE WASTE					
Food from refrigerators, freezers and stores that must be thrown away, for example because they are stored and managed incorrectly or because there is not good enough turnover of goods. Storage waste is included as part of kitchen waste.					<b>FULLFILLED RULE?</b>
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
2.1SR	There shall be routines for inventory and purchases that counteract storage waste.	Documentation or interview shows that <ul style="list-style-type: none"> <li>- inventory of refrigerators, freezers and other storage spaces takes place at least monthly and / or before purchase</li> <li>- food that is rarely used or in small quantities is purchased in smaller packages and / or in bulk</li> <li>- purchases of fresh produce and food with a short shelf life take place close to use.</li> </ul>			






			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
2.2SR <b>S</b>	Storage and packaging of food as well as stock turnover shall take place in a way that prevents storage waste from occurring.	<p>a) When repackaging foodstuffs, use vacuum packaging, a protected atmosphere or equivalent, where applicable.</p> <p>b) Food is stored under optimal conditions with regard to temperature, humidity and light, so that the shelf life is maintained or extended.</p> <p>c) There are routines for handling food that is close to passing the dates of "Best before" and / or "Last day of consumption".</p> <p>d) The staff can explain the difference between "Best before" and "Last day of consumption".</p> <p>e) Stocking takes place according to the principle FEFO (first expired, first out). Observe the relationship to FIFO (first in, first out) according to checkpoint 14.2 in IP Foods.</p> <p><i>The shelf life can be extended by, for example, setting the temperature in refrigerators to a maximum of 4 ° C, storing fruit and vegetables at 12-15 ° C, and by maintaining optimal humidity and optimal light conditions.</i></p>			

3SR PREPARATION AND COOKING WASTE					
Processing waste is what is thrown away in connection with preparation and cooking waste is what is thrown away without having been served. Preparation and cooking waste is included as part of the kitchen waste.					
			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
3.1SR <b>S</b>	Persons with tasks that may have an impact on preparation and cooking waste, shall have received a review of food waste prevention work that at least includes <ul style="list-style-type: none"> <li>- measures to utilize more of the most common raw materials in the company</li> <li>- examples of new dishes or products that have been created from leftovers.</li> </ul>	<p>a) There is a responsible person with relevant skills to hold a review.</p> <p>b) Documentation shows that staff have been introduced /reviewed.</p> <p>c) The staff can, for their tasks, account for how food waste can be reduced in preparation and cooking and show how it is done in an optimal way.</p>			
3.2SR	Planning of the contents of menus or assortments shall be done in a way that reduces cooking waste.	<p>a) Documentation or interview shows that there are routines for identifying the dishes and products that generate a lot of waste.</p> <p>b) The menu or assortment states that at least two of the following aspects are included in the planning of the activity:                             <ul style="list-style-type: none"> <li>- The menu is based on specific ingredients used in several dishes.</li> <li>- The menu is planned depending on the availability of ingredients at the moment (flexible menu).</li> <li>- Dishes / products based on leftovers are included in the menu / assortment.</li> </ul> </p>			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
3.3SR	There should be routines for predicting how much food needs to be prepared and the amount of food should be adapted to this.	There is documentation that shows that routines for forecasting the consumption of food are applied.			

#### 4SR SERVING AND PLATE WASTE

Serving waste means food that is presented but has not reached the diner's plate and is thrown away because it cannot be used, for example during buffet serving or the like. Plate waste refers to all food that is scraped off the plate, i.e., that the diner has taken or had laid but has chosen not to eat.

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
4.1SR	There shall be implemented routines that reduce the occurrence of serving waste.	Inspection and interview with staff show that <ul style="list-style-type: none"> <li>- the quantity produced is adjusted according to consumption</li> <li>- filling is adapted to the consumption</li> <li>- leftovers are taken care of in a food-safe way so that they can be served again or used as an ingredient in a dish.</li> </ul>			
4.2SR 	There shall be measures during table service that reduce the occurrence of plate wastage.	a) Any of the following is offered: <ul style="list-style-type: none"> <li>- Varying portion sizes.</li> <li>- Smaller portion size with offer of filling (supplement).</li> <li>- Choice of accessories and / or the possibility of combining the dish.</li> </ul> b) Guests who do not eat everything are offered the opportunity to take the leftovers home (doggy bag).			
4.3SR 	There shall be preventive measures in buffet serving that reduce plate waste and beverage waste.	a) The size of plates is a maximum of Ø 22 cm and the volume of soup bowls is a maximum of 40 cl. b) Cutlery is used for serving. c) One glass for a meal drink per guest and a mug for coffee / tea, if offered, per guest. d) Payment is made in relation to how much a person eats (paid per hg / plate size / how much is thrown away, etc.).			
4.4SR 	To minimize plate waste, there should be guidelines for dispensing.	Guidelines for staff on how much food to be portioned out are described in text or pictures or different alternatives are offered according to 4.2a.			

			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
4.5SR <b>S</b>	Communication with guests / customers shall take place in a way that affects behaviour and thus wastage.	a) Information is available on at least two of the following points: <ul style="list-style-type: none"> <li>- Updated results from the company's measurement of food waste.</li> <li>- The problem of food waste.</li> <li>- The guest's opportunity to influence the occurrence of food waste, for example "help us reduce waste - do not take more than you can handle" or the like.</li> <li>- How and why the company works with food waste prevention measures.</li> <li>- Encouragement to take any leftovers home.</li> </ul> b) There is clear information about content (strength, taste, spices, allergens, etc.) or request to ask.			

5SR REDISTRIBUTION OF SURPLUS					
If food waste still occurs, there shall be a plan for what it takes.					
			FULLFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATION	YES	NO	N/A
5.1SR <b>S</b>	There shall be routines that ensure that leftover food that the company cannot take care of itself is consumed at a later stage.	Examination of documentation or interview with staff shows that leftover food goes to one of the following: <ul style="list-style-type: none"> <li>- Donation / gift / employee benefit.</li> <li>- Food rescue companies.</li> <li>- Further processing at another company.</li> <li>- Lunch boxes for sale.</li> </ul>			

# SUMMARY - IP GENERAL REGULATIONS

IP General Regulations is the framework for the standard, which for instance describes the requirements certification bodies shall fulfil, the competence an auditor must have and how an audit should be conducted and the requirements for producers to be certified. A complete copy of IP General Regulations can be downloaded on [www.sigill.se](http://www.sigill.se).

## DIFFERENT TYPES OF AUDITS

Audits are conducted to verify that the production requirements are met.

**A SELF-ASSESSMENT** is conducted once a year. This involves the producer going through the requirements in the handbook. Any non-compliances must be noted in an action plan and addressed as soon as possible.

**AN ADMINISTRATIVE AUDIT** is conducted those years when an on-site audit is not conducted. The self-assessment is checked by the certification body, who decides on continued certification.

**AN ON-SITE AUDIT** is when the certification body visit the premises and goes through the documentation and controls the production. All production requirements are checked, and any non-compliance noted.

**SAMPLE AUDITS** are conducted on top of regular audits on 10 % of the companies who will not have an on-site audit that year. The certification body apportion sample audits based on risk as well as randomly.

**ADDITIONAL AUDITS** may be carried out if the certification body has reason to suspect that the certification requirements are not being met. These audits may be unannounced.

## RESULT OF THE AUDIT

Following an on-site audit, the auditor writes an audit report listing any non-compliance together with an indication of what should be rectified. Both the producer and the auditor verify the report with their signatures. Non-compliances must be corrected within 28 days (three months following the initial entrance audit).

## APPROVED AUDIT

For the audit to be approved, all non-compliances must be corrected. In some special cases, the certification body may decide to approve certification even though discrepancies remain. This requires an approved action plan that clearly describes how they will be rectified, and some form of evidence that this will occur.

## FAILED AUDIT

If the non-compliances are not rectified in time, the certification body decides whether to suspend the company until corrective measures are implemented. Suspension may apply to the whole company or a part of the activities. If non-compliances are still not rectified, the company risks being excluded.

Exclusion can also occur with repeated non-compliances on a critical point or if the shortcoming is so serious that it might seriously damage the credibility of the IP-standard. Excluded or suspended companies may not announce or designate services, products or raw material as certified products. This is applicable to raw materials and products before and during the time of suspension or exclusion.

## CERTIFICATE

The certificate issued after an approved audit is a proof of that the requirements in the handbook have been met. The certificate is valid for 24 months, provided that all requirements in the handbook and in IP General Regulations are met, and provided that the business does not change to any great extent. If there are any special conditions for certification, these will be specified on the certificate.

## Complaints and appeals against decisions

Any complaints regarding the implementation of the audits: booking, treatment and assessments, must be submitted directly to the certification body. They are required to have procedures to handle complains.

## WITHDRAWAL

Withdrawal from the system is done at your own request to the certification body. Services, raw materials or products produced after the date of withdrawal are not certified.

## KNOWLEDGEABLE AUDITORS

Certification bodies must have a lead auditor that managing the audit process and auditors conducting audits for business onsite. There are detailed requirements regarding the qualifications that all auditors must possess. They should have both theoretical and practical knowledge of the businesses they audit. For the assessments to be as uniform as possible between various inspectors and certification bodies, regular calibrations are performed.

## CONFIDENTIALITY

Certified companies are presented on [www.sigill.se](http://www.sigill.se) if the company gives an approval. The certification bodies are obliged to disclose information that a company is certified. However, information concerning the activities of certified company is treated confidentially. Swedac, the authority that oversees the certification bodies' work, will also receive access to information about certified companies. Confidentiality also applies to Swedac.

## TRANSFER OF RESPONSIBILITY FOR THE CERTIFICATION

Transfer and recognition of an existing certificate involves transferring the responsibility for certification from one certification body to another. The certification body handle the transfer and give the certified company a timeline for the process.

## ISSUE OF NEW STANDARDS

Sigill Kvalitetssystem AB will notify members when new standards are published and the date, they commence either on [www.sigill.se](http://www.sigill.se) or by mailing.

## DEFINITIONS

### COMPANIES WITHOUT PHYSICAL HANDLING OF FOODS

Food companies whose activities do not include any form of physical handling of food.

### HACCP

Abbreviation of Hazard Analysis Critical Control Points. Systems that identify, assesses and controls risks which is important for food safety.

### CRITICAL CONTROL POINTS AND OPERATIONAL PREREQUISITE PROGRAMMES

Both critical control points and operational prerequisite programmes are steps where a control measure is applied to control a significant hazard. Critical control points are intended to control the highest risks (e.g., time/temperature ratio, pH), while controllable baselines can be used to control medium risks or for all significant hazards when no critical limit can be established or when a deviation or non-compliance cannot be detected in real time.

Source: COMMISSION NOTICE on the implementation of food safety management systems covering Good Hygiene Practices and procedures based on the HACCP principles, including the facilitation/flexibility of the implementation in certain food businesses

### FOOD SAFETY CULTURE

The commitment to and awareness of working in a food-safe way within the company, e.g., the responsibility of senior management, knowledge and skills and internal communication.

## ANIMAL CARE CHAPTER

### BLEEDING

Opening of larger arteries (blood vessels that go from the heart) so that the blood flows quickly out of the body.

### ANESTHESIA

Intentionally induced process that leads to an animal losing consciousness and the ability to feel pain.

### BOLT GUN

Tools used for mechanical anesthesia of animals before bleeding.

### OFFICIAL VETERINARY

Veterinarian with special recommendation from the Swedish Board of Agriculture and is a key person in the work of preventing and avoid the spread of infectious diseases.

### OFFICIAL ASSISTANT

Assists the official veterinarian in the control of infection control, food safety and animal welfare.

### THERMAL COMFORT

The animals experience thermal comfort when the climate is comfortable, and the animals do not need extra heat production to keep warm and /or sweat / puff etc. to achieve cooling.

### TRANSPORT CONTAINER

Cage, box, or other rigid structure used for the transport of animals, but which is not a means of transport.

### VOCALIZATION

Sounds / sounds from animals, roaring, roaring etc.

## OPTIONAL RULES FOR FOOD WASTE ON RESTAURANT

### FEFO

First expired first out, at e.g., storage of food.

### FOOD WASTE

Food that is thrown away but could have been eaten if it had been handled in a different way.

### FOOD WASTE FROM STORAGE

Food from refrigerators, freezers and stores that must be thrown away, for example because they are stored and handled incorrectly or because there is not good enough turnover of goods.

### FOOD WASTE FROM PREPARATION AND COOKING

What is thrown away in connection with preparation and food waste from cooking is what is thrown away without having been served.

### FOOD WASTE FROM SERVING

Food that is presented but has not reached the diner's plate and is thrown away because it cannot be used, for example during buffet serving or the like.

### FOOD WASTE FROM PLATE

All food that is scraped off the plate, i.e., that the diner has taken or had laid but has chosen not to eat.

### KITCHEN WASTE

All food waste from storage, preparation and cooking.

# APPENDIX 1. SPACE REQUIREMENTS FOR STABLES, BOXES, CONTAINERS

## Loose housing

	Weight (kg)	Storage during the day (m <sup>2</sup> )	Storage during the night (m <sup>2</sup> )
Cattle	<100	0.5	1.0
	100-250	1.0	1.5
	250-400	1.5	1.9
	400-600	2.0	2.3
	>600	2.5	2.7
Pig	<120	0.55	0.75
	>120	1.0	1.5
Sheep & goat	<50	0.3	0.5
	>50	0.5	1.0

## Single boxes

The length of the animal (m) <sup>1</sup>	Approximate weight (kg)	The minimum size of the length (m) <sup>2</sup>	The minimum size of the width in height at the withers (m) <sup>3</sup>
< 1.80	550-650	2.5	0.8
1.80	650-850	2.75	0.85
> 2.00	> 850	3	0.9

1) Distance from tail root to antler

2) If the box is not at right angles, the length must be increased to the extent necessary so that the animal's standing and laying behaviour is not adversely affected.

3) The box should be so wide at the bottom that the animals can lie without difficulty

## Occupancy rates applicable to transport of poultry in containers

Weight (kg)	Space (cm <sup>2</sup> /kg)
< 1.6	180 to 200
1.6 till < 3	160
3 till < 5	115
> 5	105

**Minimum area for horses in boxes. The area below can be decreased to 85% for temporary storage.**

The mane height of the horse (m)	The area of the box (m <sup>2</sup> )	Width (m)
<0.85	3.0	1.50
0.86 – 1.07	4.0	1.60
1.08 – 1.30	5.0	1.90
1.31 – 1.40	6.0	2.10
1.41 – 1.48	7.0	2.20
1.49 – 1.60	8.0	2.35
1.61 – 1.70	9.0	2.50
1.71 - 1.80	10.0	2.70
1.81 – 1.90	11.0	2.80
>1.90	13.0	3.00

**Minimum area for horses in an individual stall.**

The mane height of the horse (m)	The area of the box (m <sup>2</sup> )	Width (m)
<0.85	3.0	1.50
0.86 – 1.07	4.0	1.60
1.08 – 1.30	5.0	1.90
1.31 – 1.40	6.0	2.10
1.41 – 1.48	7.0	2.20
1.49 – 1.60	8.0	2.35
1.61 – 1.70	9.0	2.50
1.71 - 1.80	10.0	2.70
1.81 – 1.90	11.0	2.80
>1.90	13.0	3.00

## APPENDIX 2. TEMPERATURE AND HUMIDITY IN HEAT-INSULATED STABLES.

Stable temperature (+°C)	Maximum permissible relative humidity (%)
>10	80
9	81
8	82
7	83
6	84
5	85
4	86
3	87
2	88
1	89
0	90



## APPENDIX 3. SPACE REQUIREMENTS DURING TRANSPORT ON ROAD

### Cattle

	Approximate weight (kg)	Surface (m <sup>2</sup> /animal)
Small calves	50	0.40
Medium-sized calves	110	0.70
Heavy calves	200	0.95
Medium-sized cattle	325	1.30
Heavy cattle	550	1.60
Very heavy cattle	700	2.20
	900	2.70

### Sheep, goat

	Approximate weight (kg)	Surface (m <sup>2</sup> /animal)
Sheared sheep & lamb	26 - 55	0.30
	56 - 100	0.40
Uncut	>100	0.80
	<55	0.40
Uncut sheep	55 - 100	0.50
	>100	0.90
	<35	0.30
Goat	35-55	0.40
	>55	0.50
	<35	0.30

### Pig

	Approximate weight (kg)	Surface (m <sup>2</sup> /animal)
Pig	25	0.15
	100	0.43 (max 235 kg/ m <sup>2</sup> )
Sow/Boar		0,70

*NOTE! The floor area must be bigger for very heavy sows and boars*

### Horse

	Surface (m <sup>2</sup> /animal)
Adult horse	1.75 (0.7*2.5 m)
Young horse (6-24 month)	1.2 (0.6*2)
Pony	1 (0.6*1.8)
Foal	1.4 (1*1.4m)

*NOTE! Foals and young horses must be able to lay down when transporting over 8 hours.*





